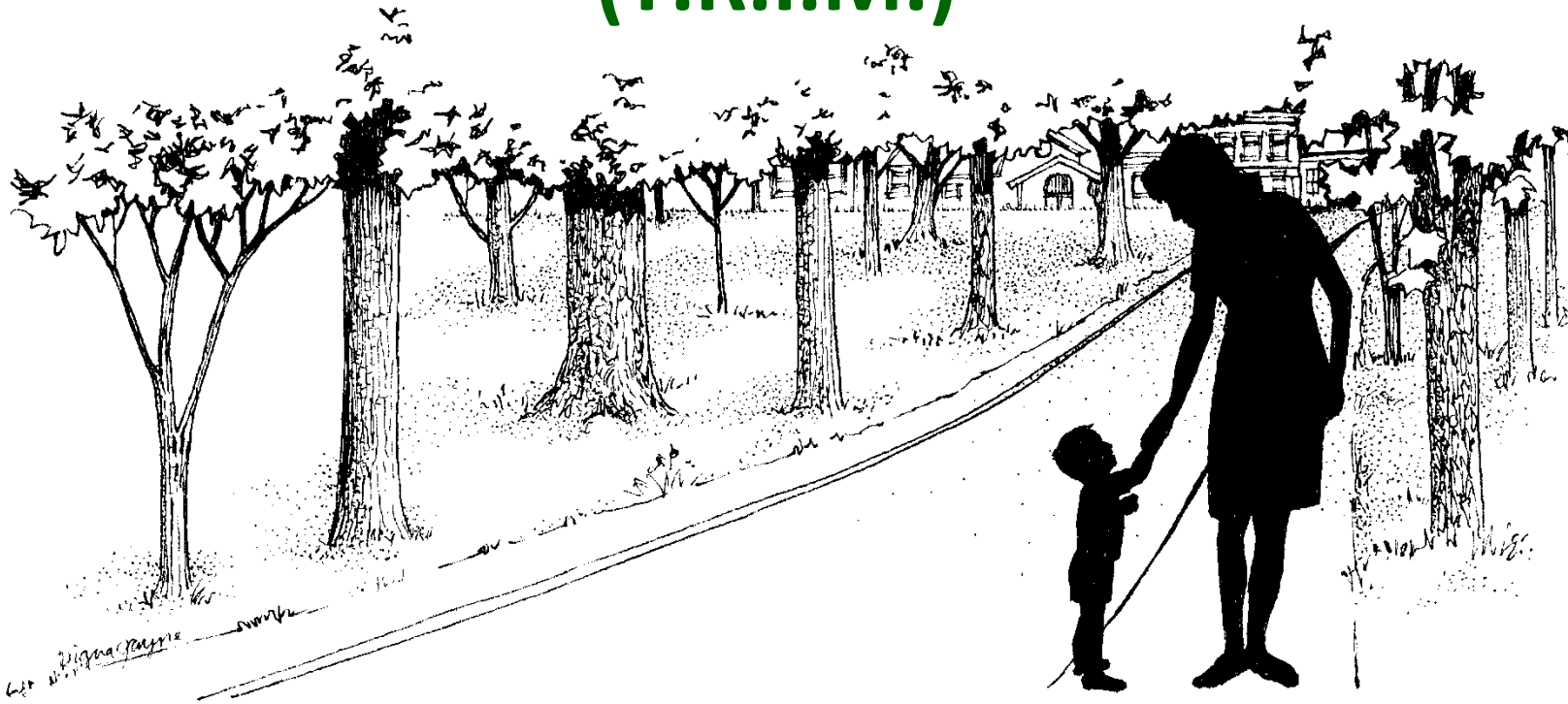


Tree Resource Improvement & Maintenance (T.R.I.M.)



Sample Application

*Missouri Department of Conservation
Forestry Division
Community Forestry Program
2013*



REQUIREMENT ONE – APPLICATION WORKSHEET

T.R.I.M. Estimated Project Cost Worksheet

Applicant City of Redbud Contact person Suzie Cue
 Address P.O. Box 0001
 Phone (111) 555 - 4390 County Cypress
 City/State Redbud, Mo ZIP (9-digit ZIP required) 65555-5555
 Project location Broad Street
 Mo. Representative for project area Joe Smith Mo. Senator for project area Jane Smith

Project Type (check all that apply):

☐ Inventory ☒ Removal ☐ Pruning ☒ Education ☒ Planting ☐ Other

Provide costs only for items associated with your project.

A. Reimbursable Costs

Amount

1. Contract fee (tree management plan, material development, inventory)	<u> </u>
2. Contracted labor (tree removals, pruning, planting, inventory)	<u>4,950</u>
3. Purchased materials for inventory or tree work	<u> </u>
4. Equipment rental (inventory, planting or other tree work)	<u> </u>
5. Education (training course fees, program materials)	<u>1,800</u>
6. Tree planting plan preparation fee	<u> </u>
7. Trees for planting and delivery, less any discount	<u>2,922</u>
8. Purchased materials for planting (stakes, mulch)	<u> </u>
SUBTOTAL	\$ <u>9,672</u>

B. Non-reimbursable Costs

1. Administrative costs (tree care, education, inventory)	<u>450</u>
2. Paid employee labor (tree care, education, inventory)	<u>670</u>
3. Donated labor (tree work, planting or inventory (at \$10/hr))	<u> </u>
4. Donated equipment costs	<u> </u>
5. In-kind equipment	<u> </u>
6. Donated materials (stakes, mulch, etc.)	<u> </u>
7. Discount or credit for trees or tree planting	<u>1,118</u>
8. Other	<u> </u>
SUBTOTAL	\$ <u>2,238</u>

C. Total Estimated Project Costs

(Add above and round to nearest dollar.)

\$ 11,910

Transfer total to back side of form

Please complete Cost Share Request Form on reverse side.

T.R.I.M. Cost-Share Request Form

Applicant City of Redbud Contact person Suzie Cue
Project location Broad Street

C. Total Estimated Project Costs

\$ 11,910
Amount from front side of form

D. MDC Cost Share Computation

MDC Cost Share \$ 7,146
(60% X Total estimated project cost)

Tree City USA Bonus \$ N/A
(15% X Total estimated project cost)

NOTE: To qualify for bonus, project must be located in a community that is currently certified as a Tree City USA.

Missouri Arbor Award of Excellence Bonus \$ N/A
(5% X Total estimated project cost)

NOTE: To qualify for bonus, applicant must be the winner of an MAAE award in the last 12 months.

SUBTOTAL
Add all amounts in D (above): \$ 7,146

SUBTOTAL REIMBURSABLE COSTS
Enter the SUBTOTAL from A on front side: \$ 9,672

TOTAL MDC COST SHARE \$ 7,146
Enter the smaller of the above two lines. Total MDC Cost Share cannot exceed Reimbursable Costs. Maximum available is \$10,000.

E. Local Cost Share Computation

Total MDC Cost Share subtracted from Total Estimated Project Costs \$ 4,764

I certify that funds received through the Tree Resource Improvement and Maintenance program will be used only for the care of trees or planting of trees on public property, as noted in this application. I certify that all trees subject to this contract will be pruned in accordance with American National Standard Institute A300 Standard Practices for Wood Plant Maintenance specifications and that trees will be planted in accordance with the enclosed "Standard Tree Planting Detail."

Suzie Cue, Director of Public Works
Name and Title of Representative

Suzie Cue 05-10-07
Signature of Representative Date

Bill Forester
Signature of Missouri Department of Conservation Forester Date

Revised March 2007

Requirement 2 - Narrative

Redbud, Missouri - *TRIM* Cost Share Program Application

Project Background and Description:

The City of Redbud is trying to improve the quality of life for its citizens. Until just recently the community had not taken an interest in trees. The City has appointed a Tree Advisory Board to improve the aesthetics throughout the community and find ways to deal with people driving too fast in town, especially near the school on Broad Street.

Even though there is a 25mph speed limit, with 15mph during school hours, drivers tend to exceed this. We are planning to plant street trees on the street right-of-way to make it appear narrower, and thereby reduce the speed of drivers.

The Redbud Tree Advisory Board and City of Redbud Public Works have been working closely with the Missouri Department of Conservation to develop a master tree management plan for our community forest. We will focus our attention on Broad Street, the street that feeds our elementary and secondary school campus. Specifically we would like to implement three elements of that master plan through the *TRIM* cost share program.

Hazard Tree Removal

The five trees to be removed were identified as hazardous in a tree inventory completed last year. A professional tree service will be contracted to perform the removal work in compliance with the City of Redbud's Tree Ordinance. All work will be done according to ANSI A-300 Standards for Tree Maintenance.

Removal of these five trees will increase public safety along Broad Street while making room for new trees which are better adapted to the street right-of-way.

Education

The City of Redbud will work to educate citizens on tree care, tree maintenance and the importance of not topping trees. Three mailings of educational materials will be sent to citizens through their utility bills. This will be an easy and effective means of distributing information to all citizens.

Tree Planting

The thirty-one trees to be purchased are recommended in the master plan for shading of impervious surfaces and reduction of traffic speed. Ten Autumn Blaze Maples, seventeen Skyline Honey Locust and four Swamp White Oak trees will be planted along Broad Street right-of-way, eight feet from the road surface. A local nursery will be employed to install, mulch, and water all trees in this project as per the *MDC Standard Tree Planting Detail*.

There are no overhead power lines that will cause conflict in future years. Before planting trees, the City will call 1-800-DIG-RITE to make sure underground utilities will be avoided. The City of Redbud has agreed to care for the trees and develop a branch canopy with careful pruning, which will provide necessary clearance for traffic.

Requirement 2 - Narrative continued

Redbud, Missouri *TRIM* Cost Share Program Application

Participants and Their Roles

- Redbud Public Works Department - Responsible for project. Will coordinate purchase of trees, installation, tree removals and educational materials to be distributed. Will maintain the trees after installation.
- Missouri Department of Conservation - The Public Works Department will work with the local Forester to coordinate educational efforts.
- Redbud Chamber of Commerce - Local businesses through the Chamber are sponsoring additional trees.
- Trees Are Us Nursery - A local nursery that has put together a tree planting and installation cost estimate. Local nurseryman on staff that will assist with tree maintenance and care.
- We Don't Top Tree Care - A professional arborist employing two International Society of Arboriculture Certified Arborists will remove the five hazardous trees. The contractor will furnish all equipment for this project.

Facilities and Equipment

All equipment for planting and tree removal will be provided by the contractor. The Redbud Parks and Recreation Department will be assisting us with watering the planted trees as they already have 250 gallon truck mounted watering tank. The Public Works Department will handle all mulching with chips from the Utility Department. All pruning will be done by a Public Works employee with existing hand pruning tools. Printing of educational materials will be handled by a contractor and Utility Department staff will stuff the envelopes.

Completion Timetable

- Tree removal – March
- Tree planting – December
- Maintenance of new trees will begin upon planting and continue for three years as per grant guidelines
- Pamphlets
 - Designed in October
 - Printed in early November
 - Distributed in December

Requirement 2 - Narrative continued

Redbud, Missouri TRIM Cost Share Program Application

Project Administrator

Suzie Cue, Director Public Works
City of Redbud
P.O. Box 0001
Redbud, MO 65555
Phone: (111) 555-1212
Fax: (111) 555-2121
Cueball@freemail.com

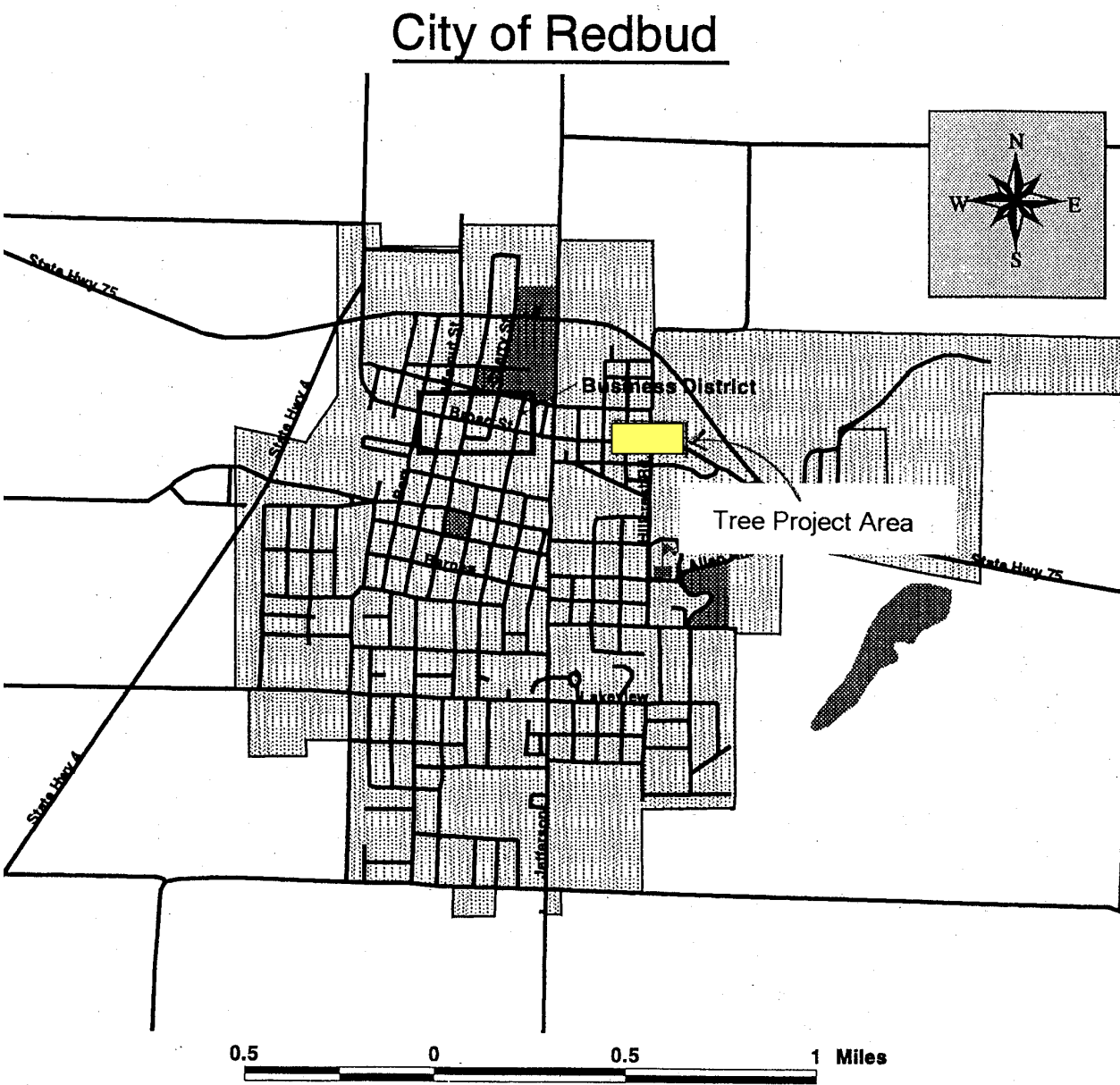
End Product

Redbud is located in Cypress County. This area has experienced a population explosion in the last ten years and currently has approximately 12,000 residents within the city limits. Broad Street is the main artery into the newest and largest subdivision. More people than ever are using Broad Street to reach their destination. Traffic count on the road averages 2,000 vehicles per day. All of these travelers will benefit from the improved safety created by the removal of the hazard trees and all will enjoy the new trees as they bloom and grow to provide shade. This whole project is designed to maintain our current trees, educate our citizens and establish new trees that will provide a positive benefit for the entire community.

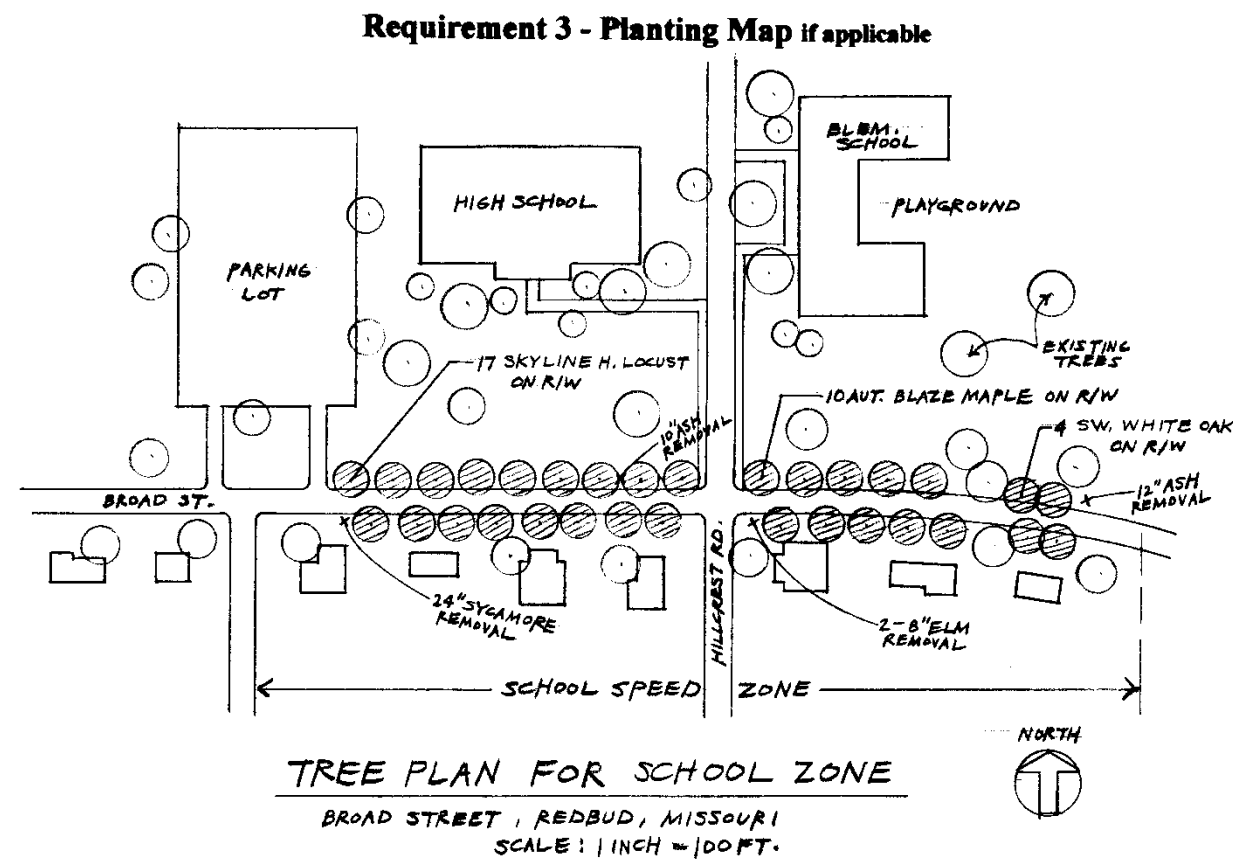
Work done with the combined resources of the City Public Works Department and the Chamber of Commerce will create a safer, more aesthetically pleasing, and environmentally friendly environment.

A great deal of thought and planning has gone into this cost-share application. There is no doubt that this seed money will encourage a sustainable, balanced and comprehensive community tree program for the future in this community.

Requirement 3 - Location Map



Requirement 3 - Planting Map if applicable



Requirement 4 - Itemized Budget



The City of Redbud, Missouri
Mayor: Dale Clemmons

P.O. Box 0001
665 Barnes
Redbud, MO 655555
Phone: (111) 555-1212
Fax: (111) 555-2121

Itemized Budget **City of Redbud**

Project: Tree removal & planting Broad Street; design & distribution of educational materials to Redbud citizens

REIMBURSABLE COSTS

<i>Contract Labor</i> (removal 5 trees) (We Don't Top Tree Care - bid enclosed)	\$3,400.00
<i>Educational program materials</i> (printing) (Fast Print - bid enclosed)	\$1,800.00
<i>Trees for planting</i> (31) (Trees Are Us Nursery - bid enclosed) Less discount	\$2,922.00
<i>Contract labor for tree planting</i> (\$50/tree) (Trees Are Us Nursery)	\$1,550.00
<i>Subtotal</i>	<i>\$9,672.00</i>

NON-REIMBURSABLE COSTS

<i>Administrative Cost</i> (20 hrs @ 22.50/hr) (Suzie Cue's time used to administer project- award bids, oversee work, and finalize paper work)	\$ 450.00
<i>Paid employee labor</i> (40 hrs @15.00/hr for Utility Department to design 3 pamphlets; 10 hrs @\$7.00 to stuff pamphlets)	\$ 670.00
<i>Nursery Discount</i> (refer to nursery bid)	\$1,118.00
<i>Subtotal</i>	<i>\$2,238.00</i>

Total Project Costs ***\$11,910.00***

Requirement 4- Itemized Budget

Trees Are Us Nursery

Highway 75, P.O. Box 53
Redbud, MO 65555
Phone: (111) 555-1234

City of Redbud, Missouri
Tree Planting Project for TRIM
Propose Planting for Broad Street

Quantity	Tree Species	Size (inches)	Price/Tree	Price/Species
10	Autumn Blaze Maple	1 ½ caliper	\$120.00	\$ 1,200.00
17	Skyline Honey Locust	1 ½ caliper	\$120.00	\$ 2,040.00
4	Swamp White Oak	2 ½ caliper	\$200.00	\$ 800.00
				Subtotal \$4,040.00
		Installation per Tree (Includes mulch, watering, staking if necessary, & labor)	\$50.00	\$1,550.00
				Subtotal \$5,590.00
Nursery Discount-20% For trees				(\$1,118.00)
				Total \$ 4,472.00

Trees Are Us Nursery will replace all trees that do not survive the twelve months after installation at no cost to the city.

Caleb Finnely,
Nursery Owner

Requirement 4 - Itemized Budget

We Don't Top Tree Care

Mark Swiss, Owner
International Society of Arboriculture Certified Arborist
2390 W. Far Street
Oslo, MO 65454
Phone: (111) 555-6733
Fax: (111) 555-6788



Estimate for City of Redbud
March 2010

Remove two 8" DBH American Elm at Broad St. and Hillcrest Rd.	\$ 600.00
Remove one 24" DBH American Sycamore at 212 Broad St.	\$1,100.00
Remove one 12" DBH green ash at 511 Broad St.	\$ 700.00
Remove one 10" DBH green ash at 387 Broad St.	\$ 500.00
Remove stumps (\$50 ea.)	\$ 500.00
Total	\$3,400.00

THANK YOU FOR YOUR BUSINESS

Requirement 4 - Itemized Budget

Fast Print

You Create It . . . We Can Print It
Highway 75, P.O. Box 123
Redbud, MO 65555
Phone: (111) 555-9090
Fax: (111) 555-8765

Print

1 page pamphlet double-sided 12,000 copies tri-fold
5 cents a page = \$ 600

3 sets 12,000 copies = 36,000 copies @ 5 cents = \$1,800.00

Total cost \$1,800

The above costs serve as estimate only given on April 1, 2010.

Requirement 5 – Three-Year Maintenance Plan

(For Tree Planting only)

Redbud, Missouri TRIM Cost Share Program Application

Three Year Tree Maintenance Plan For Planted Trees

DATE	ACTIVITY	CARETAKERS
November	Trees installed, mulched and fertilized by local nursery as per MDC Standard Tree Planting Detail. Trees will be watered at planting.	Local nursery
April	Any trees that did not survive the winter will be replaced.	Redbud Public Works Department
Summer First year	Trees will be watered and inspected for insect and disease problems weekly as needed from June to September	Redbud Parks and Recreation Department - Bob Cobb and as needed local MDC Forester for insect and disease identification
October First year	Trees will be re-mulched and any dead branches pruned. Any trees that did not survive the summer will be replaced.	Redbud Public Works and Redbud Utility Department (chips)
Summer Second year	Trees will be watered and inspected for insect and disease problems weekly as needed from June to September	Redbud Parks and Recreation Department - Bob Cobb and as needed local MDC Forester for insect and disease identification
October Second year	Trees will be re-mulched and any dead branches will be pruned.	Redbud Public Works and Redbud Utility Department (chips)
Summer Third year	Trees will be watered and inspected for insect and disease problems weekly as needed from June to September	Redbud Parks and Recreation Department - Bob Cobb and as needed local MDC Forester for insect and disease identification
October Third year	Trees will be re-mulched and any dead branches will be pruned.	Redbud Public Works and Redbud Utility Department (chips)
January Fourth year	All trees will be pruned to correct structural problems and to provide clearance for sidewalk and vehicles.	Redbud Public Works Department

Requirement 6 - Letter of Permission if applicable



**The City of Redbud
Missouri
Mayor: Dale Clemmons**

April 3, 2010

Redbud Lions Club
Hwy 75, P.O. Box 0000
Redbud, MO 65555

Dear Mr. Lyon:

The City of Redbud would like to express our support of the tree planting project that your service organization has proposed in the park. The tree selected for planting fit with our master plan for the park and the locations will not present any difficulty to our maintenance of the park.

Thank you for your interest in our community. I look forward to working with you.

Sincerely,

Suzie Cue
Public Works Director
City of Redbud

Requirement 7 – Publicity Plan

Work association with this project will be shared with the community in four ways:

1. We intend to invite local Girl Scout Troop 399 to help us plant a few trees near the Elementary School. We will also invite the local paper to come out at that time.
2. We will post information on the planting and removal on our city's web site at www.redbud.where
3. Three mailings of educational materials will be sent to citizens with their utility bills. Each publication mailed will carry the Missouri Department of Conservation logo.
4. At the project's completion we will work with our local forester to schedule time during a Board of Alderman's meeting to receive the check from MDC. We will alert the local paper and radio station when that check presentation will take place.

Appendix B

Sample Long Range Plan

Note:

A long range plan is not required for TRIM applications. However, it will be very helpful to demonstrate how a project relates to management of the community's total tree resource.

A tree management plan should outline what work will be done and who will accomplish it, within a given time frame. Some type of inventory is desirable to properly evaluate the tree resource and to proactively plan work.

City of Redbud

Tree Management Plan - Initial Plan 2010

Introduction

The City of Redbud has had a Tree Planting Committee since 1986. In 1998, this committee was formally changed to the Redbud Tree Board when the city's tree ordinance was passed as part of an effort to improve the health of Redbud's trees and to qualify as a Tree City USA. This plan is part of those continuing efforts. The plan includes inventory, high risk tree assessment and removal or pruning, routine pruning according to ANSI A300 specification, training of city employees and volunteers, and tree planting.

Inventory

The basis for a good community tree management plan is good data about the community's trees. Redbud's street and park trees will be inventoried over a four year period by a professional forester and volunteers. Main Street and First Street divide the city into quadrants. The northwest quadrant will be inventoried first, then the northeast, then the southeast, and finally the southwest. The inventory will be comprehensive and will include data about tree species, size, condition, maintenance needs and priority, and location. High-risk trees will be assigned, the highest priority for maintenance. The locations will be mapped into the City's Geographic Information System. A professional forester will coordinate the inventory and will train volunteers to help carry out the inventory. City personnel will assist with mapping, data base set-up, data entry, and inventory so that the data will be most useful to the people who use it most.

Tree Maintenance

Inventory data will be used to schedule high-risk tree maintenance (removal or pruning) first, then routine tree maintenance for each quadrant in the year of and the year following the inventory. It is expected that with additional training, city crews will be able to complete most of the routine maintenance as well as some of the high-risk tree pruning and removal. There will undoubtedly be a need to contract with an arborist for work that is beyond the capabilities of city crews and equipment, but only the most rudimentary of estimates will be available until the first phase of the inventory is complete.

Training

The city will contract with a professional forester or arborist to provide pruning training using ISA (International Society of Arboriculture) materials. In future years, training in other aspects of tree care will be provided, and at least one crew member will be encouraged to become a certified arborist.

Tree Planting

Tree planting efforts will be concentrated on the newly developed Redbud Park for the next two or three years. The Parks and Recreation Department has a planting plan that can be divided into phases for this purpose. Future street right-of-way planting plans will follow the inventory, and will be based on identified potential planting spaces.

Implementation Schedule

2010-2011

- Inventory northwest quarter of city. (Tree board, consultant, volunteers)
- Complete pruning training for city public works crews. (Consultant, Public Works)
- Complete high priority tree maintenance in the northwest quarter. (Public Works)
- Plant 31 trees along Broad Street. (Tree Board, volunteers)

2011-2012

- Inventory northeast quarter of city. (Tree Board, consultant, volunteers)
- Complete high priority tree maintenance in the northeast quarter. (Public Works)
- Complete routine tree maintenance work in the northwest quarter. (City)
- Plant 50 – 100 trees at Redbud Park. (Tree Board, volunteers)
- Re-mulch and inspect trees planted in 2005 (Tree Board, volunteers)

2012-2013

- Inventory southeast quarter of city: (Tree Board, consultant, volunteers)
- Complete high priority maintenance in the southeast quarter. (Public Works)
- Complete routine maintenance in the northeast quarter. (Public Works)
- Plant 50 trees at Redbud Park. (Tree Board, volunteers)
- Re-mulch and inspect trees planted in 2005 & 2006. (Tree Board, volunteers)

2013-2014

- Inventory southwest quarter of city: (Tree Board, consultant, volunteers)
- Complete high priority maintenance in the southwest quarter. (Public Works)
- Complete routine maintenance in the southeast quarter. (Public Works)
- Re-mulch, inspect, replant as needed, all Redbud trees. (Tree Board, volunteers)

2014-2015

- Complete any delayed high priority maintenance. (Public Works)
- Complete routine maintenance in southeast quarter. (Public Works)
- Choose a planting project based on inventory information. (Tree Board, volunteers)

2015-2016

- Review this plan, begin inventory cycle again, review routine maintenance schedule, and choose planting project. (Tree Board, Public Works, volunteers)